

Indiana Career Planning and Success Skills
Content Standards and Performance Expectations

Performance Expectations	Career Choices	Instructor's Guide	Possibilities	Lifestyle Math
Study Skills				
CPS 1.1 Content Standard: Students develop individual strategies for personal and career success.				
Demonstrate effective study skills.	38-43, 162-165	4/22-4/26, 4/102-4/105	Throughout	6-9
Utilize appropriate time management and organizational techniques.	121, 183-185, 186-190, 197-226, 231-237	4/77, 4/117-4/121, 4/123-4/139, 4/141-4/149	38, 182-191, 240-248, 249-251	93-97, 102-110
Self Assessment				
CPS 2.1 Content Standard: Students assess personal characteristics as they relate to career exploration, development, and success.				
Complete a series of self-assessment instruments.	24-27, 28-29, 31-37, 39-43, 44-48	4/15-4/31		
Develop short- and long-term education, lifestyle, and career goals.	Goal of the entire text; 266-283; online activities available	4/76, 4/83-4/85, 4/129, 4/162-4/169	118-123	102-110
Career and College Research				
CPS 3.1 Content Standard: Students apply knowledge gained from self-assessment to make future personal and career decisions.				
Analyze self-assessment and relate results to future careers.	24-53, 57-71, 105-113, 124-141, 144-147, 148-165; online activities available	4/38-4/45, 4/80-4/84, 4/86-4/105, 10/5		
Prepare a four-year career plan.	Goal of the entire text; 266-283; online activities available	4/76, 4/83-4/85, 4/129, 4/162-4/169	118-123	102-110
CPS 3.2 Content Standard: Students utilize career and college resources to explore career choices.				
Explore Indiana's 14 career clusters.	online activities available			
Research several occupational interests and post-secondary educational choices.	120, 144-165, 203-207, 222-223, 254-255, 262-263, 266-283; online activities available	4/78, 4/86-4/105, 4/139, 4/146, 4/155, 4/162-4/169, 10/5		
CPS 3.3 Content Standard: Students explore trends in business.				
Select and use resources available for projecting career opportunities and trends.	116-119, 135-139, 148-149, 150-155, 204-206, 207, 211-213, 226-229, 242-246; online activities available	4/13-4/14, 4/61, 4/90-4/91, 4/132-4/133, 4/148-4/149, 4/150, 4/153, 4/164-4/166		

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Employment Seeking Skills				
CPS 4.1 Content Standard: Students develop skills and tools necessary to gain employment.				
Prepare resume, cover letter, and thank you letter.	250-253; online activities available	4/152-4/153		
Develop an employment portfolio.	24-53, 57-71, 124-141, 144-164	4/13-4/14, 4/38-4/45, 4/80-4/84, 4/86-4/105		
Demonstrate proper business and dining etiquette.	82-83	6/11		43-47, 60-63
Develop a personal/professional network to assist in the employment search.	158-159, 255, 262-263	4/94-4/100, 4/155, 4/159, 6/36-6/40, 10/6	262-269	
Complete employment application forms.	256-257; online activities available	4/156		
Understand the need for pre-employment tests.				
Demonstrate appropriate interviewing techniques (dress, questions, etc.).	238-241, 258-259; online activities available	4/146, 10/4-10/5		
Workplace Expectations				
CPS 5.1 Content Standard: Students relate workplace expectations to career development.				
Participate in a teacher-approved community service project.		10/1-10/11		
Understand strategies for working efficiently with co-workers of varying ages, genders, abilities, cultures, and economic backgrounds.	38-43, 162-165, 229-247, 232-235, 236-237, 238-241	4/24-4/25, 4/102-4/105, 4/115, 4/118-4/119, 4/143		
Understand the importance of working as a team player in the workforce.	38-43, 162-165, 229-247, 232-235, 236-237, 238-241	4/24-4/25, 4/102-4/105, 4/115, 4/118-4/119, 4/143		
Use appropriate interpersonal skills when dealing with others.	162-165, 183-185, 197-200	4/102-4/105, 4/118, 4/124-4/126	208, 264-269	98-99
Express thoughts and ideas clearly using various forms of communication.	Practiced throughout the entire text; online activities available	Practiced throughout the entire text	Practiced throughout the entire text	Practiced throughout the entire text
Understand employer expectations (punctuality, dependability, willingness to learn, cooperation, etc.).	232-235, 238-241	4/145-4/146, 4/178, 10/4-10/5		
Identify employee expectations (health and safety, evaluations, fairness, pay, benefits, rights, labor/management relations, etc.).	64-71, 89	4/43-4/45		74-75

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CPS 5.2 Content Standard: Students understand the importance of lifelong learning as it relates to personal and career				
Relate the necessity of lifelong learning to one's ability to achieve goals.	116-119, 168-179, 182-191, 201-202, 203-213	4/74, 4/108-4/115, 4/117-4/121, 4/127-4/133		
Analyze the effects of voluntary/involuntary termination.				
CPS 5.3 Content Standard: Students use appropriate techniques to promote sound personal and career decisions.				
Apply critical thinking and decision-making/problem solving techniques in the workplace.	168-179, 183-185, 186-190	4/108-4/115, 4/117-4/121	127-138, 139-141, 142-163, 182-191	102-110
CPS 5.4 Content Standard: Students understand the procedures for beginning new employment.				
Complete local, state, and federal tax forms.	93; online activities available	4/64		86-88
Identify basic payroll procedures.	93; online activities available	4/64		86-88
Explain the purpose for the orientation process and the probationary period.				
ISTEP+ English/Language Arts Competencies Integrated in Career Planning and Success Skills				
10.1 Select and apply effective strategies for reading.	Practiced throughout the entire text		Practiced throughout the entire text	
10.2 Make comparisons and predictions	Integration of <i>Possibilities</i> with <i>Career Choices</i>	2/8-2/14, 4/1-4/170	38-39, 66-68, 79, 84-86, 107-171, 173-177, 219-220, 238-239	
10.3 Use headings, pictures, captions, and other textual clues.		4/6, 4/10-4/11, 4/17, 4/112, 6/41-6/48	11-18, 44-45, 125, 208, 279-283	
10.4 Read from and understand different points of view.	Practiced throughout the entire text		Practiced throughout the entire text	
10.5 Make and defend judgments about quality and content of material.	144-165, 266-282	4/85-4/105, 4/161-4/169	29-32, 38, 79, 94, 106-107, 110, 164-165, 174-177, 207, 215, 253, 261, 272	
10.6 Select and use developmentally appropriate strategies for writing.	Practiced throughout the entire text	Practiced throughout in a variety of essays and exercises	Practiced throughout in journal entries and various writing assignments	
10.6a Use the writing process -- prewriting, drafting, and revising.		Practiced throughout in a variety of essays and exercises	Practiced throughout in journal entries and various writing assignments	

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10.6b Use the writing process -- editing.		Practiced throughout in a variety of essays and exercises	Practiced throughout in journal entries and various writing assignments	
10.7 Edit and proofread for punctuation and capitalization.	250-253	4/152-4/153	Practiced throughout in various writing assignments	
10.8 Edit and proofread for usage.	250-253	4/152-4/153	Practiced throughout in various writing assignments	
10.9 Edit and proofread for spelling.	250-253	4/152-4/153	Practiced throughout in various writing assignments	
10.10 Revise written text for clarity, coherence, economy, and voice. Use prior knowledge and content area information to make critical judgments.		Practiced throughout in a variety of essays and exercises	Practiced throughout in various writing assignments	
10.11 Make inferences from what is read and heard.			Journal entries and follow-up questions throughout	
10.12 Identify cause and effect relationships.	Practiced throughout entire text	2/10-2/14	Journal entries and follow-up questions throughout	
10.13 Identify author's/writer's purpose and perspective.	50-53	4/32, 4/33-4/35	29-31, 54-56, 58, 84, 93, 224, 260-261	
10.14 Compare and contrast presented material.	Integration of <i>Possibilities</i> with <i>Career Choices</i>	2/8-2/14, 4/1-4/170	38-39, 66-68, 79, 84-86, 107-171, 173-177, 219-220, 238-239	
10.15 Understand how language is used to influence and persuade.	50-53	4/32, 4/33-4/35	29-31, 54-56, 58, 84, 93, 224, 260-261	
10.16 Distinguish between fact and opinion.			38-94, 139-140	
10.17 Determine the literal meaning of written text.	Practiced throughout entire text		Practiced throughout entire text	
10.18 Produce a variety of forms, including persuasive writing, synthesis and analysis of information from a variety of sources, complex forms, procedures, and directions.	Practiced throughout the entire text	Practiced throughout in a variety of essays and exercises	Practiced throughout in journal entries and various writing assignments	

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ISTEP+ Math Competencies Integrated in Career Planning and Success Skills				
10.1 Select and apply problem-solving methods in a realistic context.	168-179, 183-185, 186-190	4/108-4/115, 4/117-4/121	127-138, 139-141, 142-163, 182-191	Practiced throughout the entire text
10.2 Communicate orally and in writing, mathematical ideas, as well as their power and usefulness, as they apply to the real world.	76-101, 116-119, 208-209, 212-213	4/47-4/68, 4/74, 4/130-4/133		86-87, 93-94
10.5 Develop an understanding of elementary functions, their graphs, and their applications to the real world.		4/47-4/48, 4/55-4/56, 4/60-4/61, 4/64-4/65, 4/68, 4/132		Practiced throughout the entire text
5.9.1 Make a table or graph from real life functional data.	76-101, 116-119, 208-209, 212-213	4/47-4/68, 4/74, 4/130-4/133		12-13, 17, 20-21, 23, 36-37, 44-46, 51, 53-54, 56-57, 62-64, 68-71, 73-75, 77, 79-80, 84-85, 92-97, 100-101
5.9.2 Interpret real life situations from a graphic or tabular representation.	76-101, 116-119, 208-209, 212-213			12-13, 17, 20-21, 23, 36-37, 44-46, 51, 53-54, 56-57, 62-64, 68-71, 73-75, 77, 79-80, 84-85, 92-97, 100-101
5.9.4 Use a graph, table, equation, or verbal and written expressions to predict the outcome of a function.	76-101, 116-119, 208-209, 212-213			12-13, 17, 20-21, 23, 36-37, 44-46, 51, 53-54, 56-57, 62-64, 68-71, 73-75, 77, 79-80, 84-85, 92-97, 100-101
10.7 Develop an understanding of descriptive statistics.				
7.9.2 Construct bar graphs to represent real life numerical data.	76-101, 116-119, 208-209, 212-213			12-13, 17, 20-21, 23, 36-37, 44-46, 51, 53-54, 56-57, 62-64, 68-71, 73-75, 77, 79-80, 84-85, 92-97, 100-101
7.9.3 Use statistical data to make decisions.	76-101, 116-119, 208-209, 212-213			12-13, 17, 20-21, 23, 36-37, 44-46, 51, 53-54, 56-57, 62-64, 68-71, 73-75, 77, 79-80, 84-85, 92-97, 100-101